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***Communications and Information***

**MANAGEMENT OF THE GEOGRAPHIC  
INFORMATION SYSTEM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 95 CEG/CC  
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This instruction establishes policies, responsibilities, and procedures that support a single, viable AFFTC Geographic Information System (GIS). GIS is focused on spatial attributes of facilities, utility systems, land characteristics, and airspace attributes.

**1. General:** AFFTC senior management has identified GIS as a key component in future mission activities support. GIS is designed to provide spatial information in support of all AFFTC functions. GIS is an essential tool for infrastructure planning and implementing change.

**2. Scope.** This instruction applies to all AFFTC organizations that use or support GIS or associate systems.

**3. References.**

- 3.1. GIS Implementation Plan
- 3.2. GIS Schema Definition
- 3.3. GIS Users Guide
- 3.4. GIS Database Administration and System Administration Guides
- 3.5. GIS Specifications Manual (Edwards AFB GIS Deliverables)
- 3.6. GIS Data Dictionary
- 3.7. Charter for the AFFTC GIS Working Group

#### 4. Definitions.

- 4.1. System--the overall GIS to include all hardware, software, connections, and data for infrastructure and information uses.
- 4.2. Designated Members--organizations represented on the AFFTC GIS Working Group (GIS WG).
- 4.3. Data Format--a collection of tables and views within GIS.
- 4.4. GIS WG Functional OPR--organization responsible for overall GIS management.
- 4.5. GIS WG Systems Management OPR--organization responsible for GIS technical core requirements to include systems administration, database management, and hardware/software configuration.
- 4.6. GIS WG Data Administrator--organizations responsible for one or more data layers in the GIS.
- 4.7. Configuration Control--process of ensuring hardware/software/data compatibility within GIS and among GIS and associate systems.
- 4.8. Associate System--compatible stand-alone system that interfaces with GIS.

#### 5. Policy.

5.1. The Geographic Information System Working Group (GIS WG) is chartered by the Center Configuration Control Board (CCCB) which reports to the Chief Information Officer (CIO). The GIS WG shall provide overall direction and guidance in support of the everyday use of GIS at the AFFTC. The GIS WG shall provide recommendations for the development of the AFFTC GIS. The GIS WG shall ensure implementation of this policy and shall ensure resulting GIS plans are consistent with those of the Corporate Planning Process. The GIS WG shall be convened at least quarterly; more often as required.

5.1.1. The GIS WG shall consist of six members. A minimum of three members constitutes a quorum. Designated member organizations are as follows:

5.1.1.1. 95 CEG/CEO – Chairperson.

5.1.1.2. AFFTC/XPX.

5.1.1.3. AFFTC/EMX.

5.1.1.4. AFFTC/ITS.

5.1.1.5. 412 TW/RMF.

5.1.1.6. 95ABW/XPX.

5.1.2. Each designated member shall nominate technical representatives to the GIS WG as needed.

5.1.3. The GIS WG shall ensure configuration control requirements for AFFTC GIS hardware and software assets are established. This includes, but is not limited to GIS server configuration, GIS desktop hardware requirements, software upgrades, and required software application tools.

5.1.4. The GIS WG shall ensure configuration control requirements for AFFTC GIS data are established. This includes, but is not limited to data processing, data layer management, and data dictionary criteria.

5.1.5. The GIS WG shall identify AFFTC priorities for development and implementation of GIS projects. In addition, the GIS WG shall ensure identified resource shortfalls are brought to the attention of the AFFTC Corporate Board.

5.1.6. The GIS WG shall identify the AFFTC GIS WG Functional System OPR and the GIS Systems Management OPR.

5.2. 95 CEG (GIS Functional OPR) shall:

5.2.1. Execute daily management of the AFFTC GIS.

5.2.2. Develop AFFTC GIS priorities and bring them to the GIS WG for review and approval.

5.2.3. Program for all AFFTC GIS functional core requirements.

5.2.4. Chair the GIS WG.

5.2.5. Provide basic GIS user training to AFFTC organizations.

5.2.6. Provide administrative functions to include: maintain this GIS operating instruction, maintain the GIS WG charter, schedule GIS WG meetings, and prepare GIS WG meeting minutes and meeting agendas.

5.2.7. Develop and maintain references, to include GIS Data Dictionary and tools required by AFFTC GIS customers.

5.2.8. Maintain the AFFTC GIS Web pages on the CenterNet.

5.3. AFFTC/IT (GIS Systems Management OPR) shall:

5.3.1. Execute daily management of AFFTC GIS technical efforts including systems administration and database administration.

5.3.2. Identify AFFTC GIS hardware and software requirements and maintain GIS core tools at the required level.

5.3.3. Program for all AFFTC GIS systems core requirements.

5.4. Data Administrators are assigned responsibility for specific GIS data sets. GIS Data Administrators are identified in attachment 1. Data Administrators shall:

5.4.1. Collect, verify, validate, input, and maintain applicable data for assigned layers. Ensure data is accurate and complete.

5.4.2. Maintain applicable data sets consistent with AFFTC GIS priorities.

5.5. Commanders shall:

5.5.1. Use the AFFTC GIS for all geospatial requirements.

5.5.2. Identify data requirements to the GIS WG.

5.5.3. Execute funds for GIS hardware and software in a manner consistent with standards set by the GIS WG.

5.5.4. Provide funding for their unique GIS data needs.

5.6. Associate Systems are those IT systems that interface with GIS. Associate System OPRs shall:

5.6.1. Identify to the GIS WG those GIS data elements that are required for their Associate System.

5.6.2. Identify to the GIS WG planned configuration changes in their associate system that may impact the AFFTC GIS.

#### 5.7. Configuration Management.

5.7.1. Configuration management is key to the success of the AFFTC GIS. Configuration management of hardware, software, data, and LAN interface ensures a consistent blueprint is used when changes, modifications, and improvements are made to the GIS. Proper configuration management results in a single system that is consistent across the AFFTC. The system can be used by all organizations for applicable operations resulting in a common product.

5.7.2. The GIS System Management OPR is responsible for establishing hardware configuration standards, and communicating those standards to affected base organizations. The standards shall identify acceptable equipment types and capabilities for use with the AFFTC GIS. The approved AFFTC/IT purchase process shall be used to obtain GIS equipment.

5.7.3. The GIS Functional OPR and the GIS System Management OPR shall be responsible for establishing software configuration standards and communicating those standards to affected base organizations. The standards shall identify acceptable software types and capabilities for use with the AFFTC GIS. The approved AFFTC/IT purchase process shall be used to obtain GIS software.

5.7.4. The GIS database administrator shall manage the data format. The approved AFFTC GIS data format includes parameters on data type and definitions. Organizations that use or operate GIS may display the data in any appropriate format (maps, images, spreadsheets, reports, etc.) that supports their requirements.

5.7.5. The use and interface of GIS with the LAN shall be compatible with and restricted to, the standards and configuration management of the CCB. Such interface will be managed through the GIS WG. All organizations with such requirements shall coordinate with the GIS WG.

5.7.6. The AFFTC GIS has been organized into defined layers that contain data on specific disciplines or functions. The AFFTC GIS layer structure is outlined in attachment 1.

Richard V. Reynolds, Major General, USAF  
Commander

**Attachment 1**

**GIS DATA LAYERS AND DATA ADMINISTRATORS (ATCH 1)**

**A (Natural Resources)**

AFFTC/EM

AFFTC/XP

95 CEG

412 TW

**B (Environmental Quality)**

AFFTC/EM

95 AMDS/SGPB

**C (Base Layout)**

95 CEG

**D (Land Use)**

95 CEG

**E (Airfield and Operations)**

412 TW

95 CEG

**F (AICUZ)**

AFFTC/XP

95 CEG

**G (Utilities)**

95 CEG

**H (Communications)**

AFFTC/IT

**I (Transportation)**

95 CEG

**J (Energy)**

95 CEG

**K (Architecture Comp)**

95 CEG

**L (Base Landscape)**

95 CEG

**M (Facility Development)**

95 CEG

**N (Fire Protection)**

95 CEG